

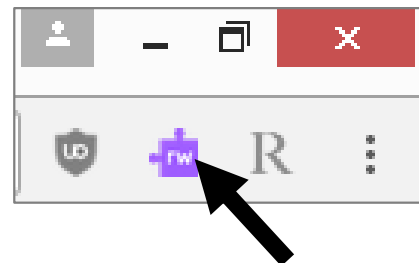


1. Login to computer

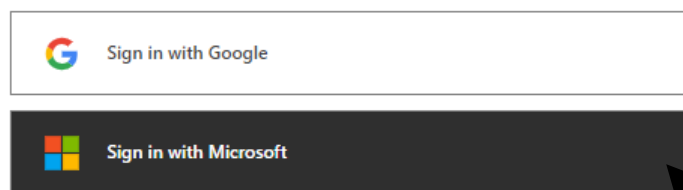
2. Open Google Chrome



3. Click on the rw purple puzzle piece in the top right corner



4. Click on Sign in with Microsoft

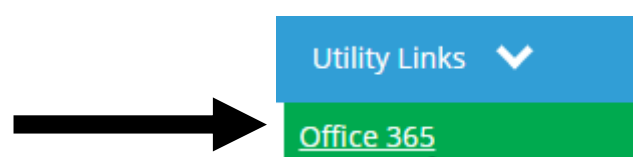


5. Sign in with your student email:

6. Click on the rw purple puzzle piece again. You will now see the Read & Write toolbar appear. You can now use Read&Write on Websites.



7. Open Office 365 on the Comox Valley Website or School Website homepage from the Utility Links menu in the top left corner.



8. Choose your Office 365 program (Word, OneNote...) and select the rw pull down tab to use with Office 365.

